



AGR VACANCY ANNOUNCEMENT



HUMAN RESOURCE/AGR OFFICE
NEW MEXICO NATIONAL GUARD
47 BATAAN BOULEVARD
SANTA FE, NM 87508

ANNOUNCEMENT NUMBER:
M-05-1004

OPENING DATE:
1 OCTOBER 2004

CLOSING DATE:
15 OCTOBER 2004

POSITION DESCRIPTION:
PERSONNEL SERGEANT
(75H30)
Minimum score of 92 in area CL

GRADE:
Maximum: E-6
Minimum: E-4

OPEN FOR FILL:

☒ STATE

☐ NATIONWIDE

UNIT OF ACTIVITY:
PERSONNEL SERVICES/JFHQ-NM
47 BATAAN BLVD
SANTA FE, New Mexico 87008

TYPE OF POSITION

☐ NMANG

☒ NMARNG

MILITARY ASSIGNMENT:
Same as Unit of Activity, NMARNG

EVALUATION FACTORS USED:
Interview, review of individual applications and board selection.

AREA OF CONSIDERATION: Open to all members of the New Mexico Army National Guard and to those members of the New Mexico Air National Guard wishing to convert their status.

MOS QUALIFICATION REQUIREMENTS: Applicants must be qualified or have the ability to become qualified within 1-year of initial assignment per NGR (AR) 600-5.

ELIGIBILITY: Anyone may apply for this position. If not currently in an AGR status, to qualify for appointment, individuals **MUST MEET ALL** initial eligibility requirements of AR 135-18 and NGR 600-5.

- a. Must be or become a member of the NMARNG prior to entering the AGR program.
- b. Must be able to serve a minimum of five (5) years in an active duty status prior to completing 18 years of Active Federal Service (AFS) or reaching Mandatory Removal Date (MRD) whichever is earlier.
- c. Must meet medical standards prescribed in Chapter 2 of AR 40-501, and a Physical must be completed by a Military Entrance Processing Stations (MEPS) prior to entering the AGR Program.
- d. Must meet physical standards prescribed in AR 600-9. Profile NLT 323222.
- e. Must have sufficient time remaining on current enlistment to complete an initial three (3) year tour.
- f. Must not be receiving or eligible to receive Federal Retirement annuity or Military Retired Pay.
- g. Must not be a candidate for or holding an elected Civil Office or engaged in partisan political activities.
- h. Must not be under a current Suspension of Favorable Personnel Action (FLAGG).
- i. Must not have resigned from the AGR program or other military service in lieu of adverse action.
- j. Must not have been separated from the AGR program or other military service for cause, unsuitable or unfitness.
- k. Individuals who were not selected for continuation in the AGR program are ineligible for selection.
- j. Applicants will be administered and must pass an APFT and weigh-in as part of the consideration process.
- l. Minimum score of 92 in area CL
- m. Must be able to obtain a secret clearance.

HOW TO APPLY (ARMY): Submit the following as a minimum.

NOTE: DO NOT submit your application in binders or document protectors.

- a. NGB Form 34-1 (OCT 2002), Application for AGR position.
- b. DA Form 2-1; (Certified true copy-signed and reviewed within last 90 days)
- c. DA Photo (within last 12 months)
- d. Copy of current physical.
- e. Copy of Temporary or Permanent Profile (DA Form 3349)
- f. Last five (5) NCOER or OER (whichever is applicable).
- g. All DD Form(s) 214/DD 220 (all periods of active duty).
- h. NGB Form(s) 23b (RPAM statement current within last 90 days)
- i. DA Form 705 (within one year)
- j. Copy of AGONM 600-9-1 (within last six months).
- k. Copies of DA 5500-R (if applicable).
- l. Copy of current driver's license.

NOTE: You may include other supporting documentation or letters of recommendation.

ACCEPTANCE TIMELINE: Applications **MUST** be received in our office NLT 1600 hours on the Closing Date of the Announcement. We will date-stamp applications the same day of receipt.

NOTE: Applications cannot be sent via U.S. mail at government expense. Faxed applications will not be accepted.

EQUAL EMPLOYMENT OPPORTUNITY: HRO will screen applications without regard to race national origin, lawful affiliations, martial status, membership/non-membership in an employee organization, or to any handicap, which does not interfere with accomplishment of the position requirements.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:
SEE ATTACHED

NOTE: INCOMPLETE PACKETS WILL NOT BE CONSIDERED

AGR POSITION DESCRIPTION

JOB TITLE: PERSONNEL SERVICE SERGEANT

Maximum Grade (E-6)

I. INTRODUCTION: This position is located in the Records Section of the Personnel Services Branch (PSB) of the Military State Headquarters. The purpose of this position is to provide administrative support in the initiation, maintenance and disposition of the Military Personnel Records Jacket (MPRJ), Health and Dental Records maintained at the PSB. Process/perform quality, manage suspension of favorable personnel actions records program, support centralized/special boards, prepare documents and provide personnel and administrative support to commanders within the state.

II. DUTIES AND RESPONSIBILITIES:

1. Establish and maintain officer, warrant officer, and enlisted soldier military personnel records,. Prepare and maintain DA Form 201, Military Personnel Records jacket and DA Form 2-1, Personnel Qualifications Records IAW proper directives.

2. Upon receipt of files from a previous status, consolidate records with existing files (i.e., AIT/Phase II trainees, RA in-service recruits, interstate transfer, USAR enlistment) and return incomplete/extraneous documents.

3. Establish and maintain officer, warrant officer, and enlisted soldier health and dental records. Prepare and maintain the DA Form 3444 Series, Treatment Record IAW proper directives.

4. Perform internal military personnel, health and dental records reviews and research the state files for missing information and/or documents required in the officer, warrant officer, and enlisted soldier's MPRJ.

5. Review and prepare DD Forms 93, Record of Emergency Data and SGLV 8286, Servicemen's Group Life Insurance Election and Certificate, upon receipt from unit/battery, as part of walk-in service and during unit assistance visits to include IDT, AT, and SPRs/REMOBES/MODRES. Identify errors and take action to ensure the forms(s) are corrected without delay.

AGR POSITION DESCRIPTION (Cont'd)

JOB TITLE: SENIOR PERSONNEL RECORDS SERGEANT

6. Verify service computation date.

7. Responsible for the proper posting of required information to the DA Form 2-1, Personnel Qualification Record and the filing of documents within the MPRJ, HREC, and DREC.

8. Make copies of documents to include Certified True Copies upon request.

9. Prepare service awards.

10. Ensure that documents received for filing in the MPRJ are reviewed for accuracy and completeness. If the document affects the SIDPERS database, ensure that the information has been inputted as required.

11. Assist officer, warrant officer, and enlisted soldier in preparing an application for correction of their military record.

12. Request prior service MOS award order.

13. Prepare missing documents listing for unit.

14. Prepare records for TDY.

15. Inventory files prior to SRPs/REMOBES/MODRES to ensure all military records are available for each officer, warrant officer, and enlisted soldier in the unit/battery.

16. Perform quality assurance reviews of records and prepare requests for missing documents and/or corrective action from units/batteries Replace or remake lost military personnel record, health and dental record.

17. Respond to walk-in, and/or telephonic, written inquiries, and prepare correspondence as needed to support operations.

18. Conduct regular inventories and identify missing or excess military records and prepare temporary records as needed.

19. Process Extension of Enlistment.

AGR POSITION DESCRIPTION (Cont'd)

JOB TITLE: SENIOR PERSONNEL RECORDS SERGEANT

20. Perform quality edit on completed DA Form 2166-8, NCO Evaluation Reports.

21. Manage FLAGGED records and maintain Suspension of Favorable Personnel Action forms.

22. Provide command management information.

23. Compile records and support the submission of records for required board action by centralized and special boards(i.e., Administrative Separation, AGR continuation, qualitative retention and promotion).

24. Transmit records to appropriate boards.

25. Process advancement/promotion for E-4 and above.

26. Provide personnel and administrative support to commanders within the State.

27. Upon receipt of Annual Records Review- Personnel Qualification Record (PQR) printouts received from Battalions/units, ensure that critical information is compared with the MPRJ and/or DA Form 2-1. Compare the accuracy of the data in the SIB with the MPRJ (i.e., Name, SSN, Grade, DOR, highest military/civilian education, PMOS, SMOS, DMOS and title, and DD Form 93 and SGLV forms. File in temporary side of the MPRJ when done.

28. Process records for Initial Active Duty training (IADT) PHASE II.

29. Support request for information, documents or records IAW the Freedom of Information and Privacy Act. Ensure requests are based on a "NEED TO KNOW".

30. Support Special projects and unit assistance visits (i.e., SRPs, REMOBES and MODRES).

31. Support a strict control system to ensure against the loss of records.

AGR POSITION DESCRIPTION (Cont'd)

JOB TITLE: SENIOR PERSONNEL RECORDS SERGEANT

32. Perform other duties as assigned.

III. SUPERVISORY CONTROLS: Works under the direct supervision of the NCOIC, Personnel Services Branch. Day to day work is performed consistent with established policies and mission priorities. Work is subject to review for acceptability and adherence to instruction and regulations. Performance is evaluated based on accomplishment of established objectives.

IV. QUALIFICATION:

1. Must be qualified for initial entry into or continued service in the AGR program IAW NGR 600-5.
2. Must be required to become fully qualified either as a 75H.
3. Must be required to complete established military professional development training in the established time frames.
4. Must be able to obtain a security clearance level of SECRET.
5. Must be familiar with various forms, records, reports, etc., utilized.
6. Must have a working knowledge of standard office machines.
7. Must be prepared to develop the skills necessary to use a personal computer in the daily operations of the PSB. Required to perform input and output operations on an automated system.

V. MILITARY ASSIGNMENT AND MAXIMUM GRADE:

Assignment. May be assigned to a duty position of 75H30. AGR personnel are not authorized to be either over grade or over strength. Maximum Military grade will not exceed Staff Sergeant, E-6.